Dead file
Strange

October, 1956

NAEB HEADQUARTERS REPORT

GENERAL

A year ago today many problems and questions were in our minds: questions about the role which the NAEB and other organizations would play in the years ahead, and the direction and leadership expected of us. There was also the question of continued Foundation support, and the question of whether the Network, without such support, would be able to maintain itself.

Although a fuller report on these matters more properly comes to you from your President, who handled virtually all these policy problems, we cannot here refrain from expressing our personal satisfaction with the outcome in each instance.

It is our belief that the NAEB is winning increasing respect among American educators. Officers, staff and members are called on more and more by other professional organizations for assistance, articles, talks and counsel. Our ranks have been enriched by the entry into them of many new faces: distinguished educators who have accepted the sober responsibilities of directing educational stations in America, thereby providing increasingly high leadership resources to the NAEB. By accepting such responsibilities they have also registered their confidence in radio and TV as educational media--the confidence of men who have held the highest positions which colleges, universities, and various types of government service could bestow.

Our membership has increased steadily. (See appendix A, attached.) Nearly all the educational radio stations in the U.S., except for those with principally religious or other special emphases, are members. All of the educational television stations on the air in the U.S. are members. It is now our responsibility to serve them all, plus Associate and Affiliate members as well.

Since we are in all practical respects the recognized channel through which foundation funds are given to provide the continuing development of educational broadcasting in all except three areas (TV programs, and national ETV promotion --both functions of the Educational Television and Radio Center; and the Washington function of defending and facilitating the activation of the ETV frequencies --which are functions of the newly reorganized JCET), we feel that the free services available to members are far more than our dues structure would lead anyone to expect. Outside funds available for these services actually now amount to well over $180,000 per year, including Kellogg support, Center Program Grants-in-Aid which are made on NAEB recommendation, and Ford Foundation projects. This sum of course includes the travel costs which the NAEB provides to NAEB member staff personnel for Regional meetings, Seminars, and Workshops, as well as scholarships and the various consultant and grant services we provide.

Our relations and interchange of ideas and materials with the other organizations primarily engaged in educational broadcasting are better than at any time in the past. Roles have been defined and are being generally respected. Common and joint efforts are becoming the rule. The maturity of the whole movement is reflected both by and from the NAEB.

The W.K. Kellogg Foundation, as earlier reported to you, generously granted funds for the support of our Headquarters operation for the next three years, ending June 30 of 1959. By that time other sources of support will need to be developed; meanwhile their confidence and generosity are greatly appreciated and gratefully acknowledged.

The Fund for Adult Education, with which we have had such splendid relations during the past five years, also found itself involved in a re-definition of areas of responsibility of the various Funds established by the Ford Foundation. In that reorganization, "across-the-board" radio and television grants, i.e., grants not specifically in liberal adult education, are no longer handled by the FAE; the Ford Foundation itself is therefore now the one to which we turn for support of the broad type granted so generously by the FAE for five years.

But at the Ford Foundation we found the same understanding we had had from the FAE. The transition was made without a hitch, and support has been continued without interruption for our Placement, Engineering, and Consultation services, and our Workshop, Seminar and Scholarship Programs. For this understanding and support we are also most grateful.

During the year many other recognitions have come to the NAEB: another Prix Italia first award; increasing opportunities for NAEB members and staff to speak before other national professional groups and to contribute to their publications; increased listings in the various Who's Who publications of the nation; membership in the European Broadcasting Union, and feature stories about the NAEB in a dozen foreign journals as well as increasingly favorable press in the U.S. At the recent IERT, in competition with the best which American networks and commercial stations and the CBC had to offer, NAEB members won 11 of the 37 TV First Awards and 21 of the 59 Radio First Awards.

In the TV area, I believe our growing list of member-services needs no detailed statement. Our TV Engineering Service has grown in usefulness and influence, as have our Management Consultation, Consultant Team, Placement, Scholarship, Workshop, Seminar, Fact Sheet and other services. We have tried to meet the challenge and need of educational stations and production centers, to exert a wholesome educational influence whenever called upon, to help where help was needed, and to cover responsibly all areas of need which are ours to satisfy. I believe we have done well in this function.

We have also supported the Educational Television and Radio Center in efforts to secure adequate support for grants and costs for ETV programs good enough to insure the growth of and respect for educational television as a national movement and educational tool, and to assist in its national promotion aimed at maximum activation for ETV frequencies. We have supported the JCET in its efforts to preserve educational frequencies, and, with the TV Committee of the American Council on Education, to involve responsible, educational administrators in increasingly strong support in this area.

In view of the desperate pressures and needs in the television area, we are convinced any honest NAEB member who knows all the facts will recognize that we have preserved well the Association's balance of services for radio as well as TV. We have consistently refused to be identified more with one than with the other. For both are needed if the potentials of the wireless media for education are to be realized.

Beyond the support ($71,000.00) provided by the Kellogg Foundation from 1951 through 1955 for the Radio Network, $200,000.00 for radio grants-in-aid have been made available during the last five years to educational radio stations for radio program production assistance in order to make sure that radio programming is not neglected. $40,000.00 of this sum is still available for such grants this year and we urge member radio stations and production centers to apply for this financial assistance.

A Research grant-in-aid program has also been set up, for which we hope there will be many applications from member radio as well as television stations. Particularly, we would hope for requests for assistance in research into the uses of radio for teaching. In our Fact Sheets we have attempted wherever possible to cover radio as well as television. Particularly significant were the excellent reports from Martha Gable, of the Philadelphia Public Schools, on relative TV and radio advantages for various subject areas and techniques. But more such studies and reports are necessary if this balance is to be fully maintained in the research area, and in attention and space in the Newsletter and other publications. Much of the output of the NAEB Research Committee during the past year was also devoted to principally radio studies, in order to preserve our balance between radio and television.

ARadio-Audio Engineering Seminar was held this year, the last purely radio Seminar having been held over a year ago in St. Louis for in-school radio program writers. This summer's Seminar was extremely profitable and well-received. Network standards are now being constantly raised, thanks to such meetings, and thanks to the efforts of the Engineering Committee, whose attention is also equally divided between radio and television. On their recommendation a full-

time engineer is now on the job at the Network, maintaining and supervising the operation of Radio Network equipment. The detailed report below on Network developments, as well as the one on the Placement Service, which serves both radio and television, will further reveal the balance mentioned earlier--a balance which we seek to maintain in all our efforts and thinking.

(At this point we would like to urge you to take the time to read all of the specific reports which follow this general statement. You owe it to yourself as a co-owner and stockholder in an association dedicated to your interests, and those of broadcasters of education everywhere. Ask questions. Express your opinion. Criticize if that is indicated. And if you think our humble efforts to serve you honestly are sometimes deserving of praise, we would even be glad to hear that, provided it's not overdone!)

Thanks to the efforts of the NAEB Public Relations Policy Committee, and our new editor, we believe our Newsletter is better than ever before. Its "new face" and content improvement also owe much to the suggestions of the Council of National Organizations' (CNO) Editorial Conference for the Chicago area. Your Associate Director has attended the several meetings of this group which were devoted to an analysis of the publications of the various professional associations represented. Many of the better suggestions came from these meetings. However, even during the past two years I'm sure you would be gratified, as we are, at the number of times sections from it, and other NAEB publications, have been quoted by the official publications of the radio organizations of such other nations as Italy, France and Germany, as well as in various international publications. The list of our own publications for the last year is included as Appendix C.

We believe many members would be surprised at the proportion of our energy and time taken up by reports, requests, inquiries, and preparing special materials and articles for other organizations. Recent reports, many of them running to 30 or more single-spaced pages, include our Annual Kellogg Report, our final FAE report, a special report to the American Council on Education, reports and articles for the European Broadcasting Union, UNESCO, three German Radio-TV magazines, the Council of National Organizations, the Adult Education Association of America, the Department of Audio-Visual Aids, and the score of other educational and professional organizations which we always seek to assist when they need advice, speakers, articles, data or consultation assistance in educational radio and television. Our relations with the NARTB, the FCC, legislators and government agencies have never been better. The demand for Directories and other publications available for sale is also constantly increasing at a modest but steady rate.

However, we believe enough of you are in close enough touch with us to know that the major portion of our efforts is devoted to member service problems.

Although policy for scholarships, workshops, questionnaires, research, grants, consultation services, etc. is determined by appropriate committees, consultants, legal counsel and others, subject to approval of your Board, the paper work involved in carrying out most such projects alone, added to the regular routine Headquarters load, is sufficient to keep your modest staff as busy as any we know of anywhere. Attached as Appendix B is a list of the principal meetings, workshops, etc. for which (with the exception of Regional meetings, arrangements for which are generally handled by appropriate Regional Directors), arrangements and reporting were handled at 14 Gregory Hall. When this is added to the publications listed in Appendix C, earlier referred to, it will, we are sure, be obvious that we have not neglected NAEB business.

During the past year our legal counsel, Cohn and Marks, have constantly alerted us to any Washington problems deserving our attention, or requiring action. A list of their recent activities was presented in the May, 1956, issue of the Newsletter (pp. 6-7). We hope you share with us complete confidence in and respect for their judgment and alertness.

Thanks largely to the effort of our management-labor relations consultant, M.S. Novik, labor is generally and solidly behind educational broadcasting from coast-to-coast. You already undoubtedly know of the joint resolution on behalf of ETV which was unanimously adopted at the first joint AFL-CIO Convention. Organized labor contributed $5,000.00 to WTTW's drive for funds. KUHT was given a remote car by the labor organizations in Houston. These are only a few evidences of this support.

As this is written we feel that industry, educational and labor leaders are now beginning to be solidly behind what we stand for. It has been a pleasure to work and advise with Maury Novik, Leonard Marks and Marcus Cohn in these various matters, and you can rest assured that the NAEB is well and honestly represented in both these areas.

Following in the distinguished footsteps of our earlier Fulbright scholars: Paulu, Creshkoff, Hovey, Lent and Donner, we now have two fine people representing us abroad again this year: Mr. Keith Engar, of the University of Utah, at Radiodiffusion Television Francaise; and Bernie Buck, of WNYC, at Radio Italiana. You will hear more from these fine men as the year progresses. We are proud of them, and of the respect in which they and the NAEB are held by their hosts abroad.

With these general statements, herewith we present specific reports on the various departments or divisions of Headquarters activity.

HEADQUARTERS ADMINISTRATION

Personnel

This past spring saw a complete turn-over of Headquarters and Network personnel with the exception of Skornia, Bidlack, Underwood, Hill and one part-time Network employee. Since June we have hired 12 new employees, two of whom later resigned to take other jobs. Obviously, such a turn-over, after two years of relative stability, has necessitated considerable on-the-job training and orientation. However, several new procedures have now been instituted to enable us to serve members, and others, more quickly and efficiently. As our new staff members become more and more familiar with the operation we believe the improvements will become apparent.

At our staff meetings, which are held about once a month, we have instituted the practice of discussing overall operation of the NAEB in order to make sure that all employees are completely familiar with all aspects of the association. This, we feel, will enable us to function through any subsequent staff changes with very little disruption. At the same time, these staff meetings give all employees a chance to discuss any new ideas they may have, or any complaints. All of this tends to make the staff a better working unit, better able to serve the membership.

Recently we took advantage of the "office analysis" service offered by the University of Illinois Office of Non-Academic Personnel. A representative from that office spent many hours interviewing all members of the staff, in private, and analyzing the work of the office. Although a written report of this investigation has not yet been received, corrective measures already taken as a result of oral reports indicate that this study has been very beneficial.

One finding of the study bore out our own belief that many of our personnel problems were a result of the limited space available and the resultant crowding of nine people, plus desks, all Association files, office supplies, and mimeograph machine, into one office. Certain steps have been taken during the past year to help alleviate some of these problems. Because the office is crowded, and in a basement room, it is unusually warm and the air stagnant. Therefore, an air conditioner was purchased this summer which added greatly to the personal comfort (and dispositions) of all employees. Also, acoustic tile had been installed on the ceiling earlier during the year, as reported at the time, to reduce the constant din and clatter resulting from phone and other conversation simultaneously with the operation of six to eight typewriters and the mimeograph and adding machines.

Office Procedures

A visible card filing system has recently been installed to facilitate record keeping for the Placement Service, the Network, and the general membership and Newsletter files. This new system has resulted in considerable saving of time and effort.

A complete file is now kept on all educational stations in the country, whether or not they are members of the Association, and this file is kept up to date as new stations go on the air. Also, as soon as an educational institution is granted a CP for a station, a letter is sent explaining the advantages of membership in the NAEB, along with various publications, reports and other materials serving as examples of the organization's activities. This procedure has resulted in several new stations joining the Association.

Several form letters and check lists have been devised to permit us more expeditiously to answer many of the routine requests that are received by the hundreds each month. It should be added that only the content of these letters is "form"; each letter is individually typed in all cases.

Fiscal Matters

Our internal accounting procedures have been standardized and monthly financial statements are prepared in order to facilitate planning purchases, etc. In addition, these monthly statements are sent to the University of Illinois Accounting Office, with whom excellent relations have been established, so that they may reconcile our internal accounting with the records they keep of NAEB funds in accordance with the terms of the Kellogg grant. Quarterly financial statements are sent to all officers and members of the Board of Directors. A financial statement for the fiscal year 1955-56 is attached as Appendix E.

THE NAEB ENGINEERING SERVICE

The past year has been one of increased activity for the Engineering Service. The NAEB TV Engineer has traveled considerably as a result of requests for assistance in staff training, operational problems and the planning of broadcast and closed-circuit television studio and transmission facilities. He has also given some assistance to radio station members. More requests for engineering services would be welcomed from NAEB membership. There is no charge for either travel or services.

Considerable time has been spent in the preparation of a comprehensive (187 page) report of the 1955 TV Engineering Workshop. This report is now ready for printing and should soon be in the mail. It should be of considerable reference value.

With the assistance of the Engineering Committee, the NAEB Engineer arranged the program, helped screen applications and conducted the Radio and Audio Engineering Seminar at Allerton Park, May 27-June 1. He also prepared the report of the Seminar. He was a member of NAEB Consultation Teams which visited the University of Nebraska to make recommendations for television studio facilities and the Ohio State University Station, WOSU-TV, to make recommendations on operational problems. He prepared the reports of these visits.

The dissemination of technical information is one of the functions of the Engineering Service. Since so few educational television and radio station engineers are members of professional societies such as IRE, SMPTE, AIEE or AES, the NAEB Engineer calls attention to papers of general interest which are presented at these societies' annual meetings through the Technical Tips Columns of the NAEB Newsletter and the quarterly Engineering Newsletter. He presented a paper on the NAEB Network at the Audio Engineering Society Meeting, October 14, 1955, which was published in the January, 1956, AES Journal. Through these meetings too, contacts are made which suggest speakers for NAEB technical workshops and seminars, and materials of value to members. Through arrangements made with the NARTB, educational television and radio station engineers may attend the annual NARTB Broadcast Engineering Conference and Equipment Exhibit at minimum cost. Station Managers and directors should encourage and help their technical personnel to attend this and other meetings where they may see the latest in broadcasting equipment and further their technical knowledge. For instance, the Ampex Videotape recorder was first demonstrated at the 1956 NARTB Convention. A report of this revolutionary development was prepared by the NAEB TV Engineer and sent to NAEB TV members. A later report on the status of this development was prepared and recently sent to the ETRC with the concurrence of the Engineering Committee.

In addition, the NAEB TV Engineer has furnished technical advice by mail, written a monthly column for the NAEB Newsletter and continued quarterly publication of the NAEB Engineering Newsletter. He is active in supervising the operation of the NAEB Network duplicating equipment and the work of the new maintenance engineer in raising the technical quality of Network programs. Upon the recommendation of the Engineering Committee, material is being accumulated for a Kinescope Recording Handbook. A reprint from the SMPTE Journal "Television Studio Practices Relative to Kinescope Recording" and an unpublished paper "Standardization and Control of the Kinescope Recording

Process" both by Canadian Broadcasting Corporation engineers, along with material included in the 1955 Workshop report will provide an excellent start for this handbook.

NAEB RADIO NETWORK

The past year has been a significant one in the development of the Network. Indeed, the successes of the past year have been so encouraging that it is safe to predict that the forthcoming year will be the most productive in Network history.

Although most of the following information on the progress of the Network is familiar to Network members, we feel that these statements on the current status of the Network will be of interest to all NAEB members.

Network Membership. At the time of the last Convention, the Network had 71 members. This year we have 77 members, a net increase of six. In our opinion, this is a substantial increase, and we are further heartened by the fact that we are receiving an increasing number of inquiries about the Network from non-Network members, an indication of further Network expansion.

Network Personnel. One important change in our personnel situation has been the employment of a full-time engineer to supervise all of the Network's technical activities, including the maintenance of our equipment, the making of our master dubs, and the checking and duplication of the tapes sent to the stations. We feel that the addition of the engineer, to the staff has increased the technical quality of our programs considerably, and we can predict even better changes during future years. As mentioned elsewhere, this year has seen an almost 100% turn-over in the Network staff.

Network Equipment. At this time our equipment is in the best condition it has enjoyed within recent memory, thanks to the efforts of our Network engineer. Our mass duplicators are functioning as they should, and our Ampex recorders are in excellent condition. We were happy to be able to move all of our equipment to our work room, the Ampex machines formerly being "up the steps and down the hall." Also this year has seen the purchase and construction of numerous testing equipment which has made maintenance more efficient.

Network Tape Supply. Long a source of considerable difficulty, the tape problem is gradually being conquered through a combination of increased cooperation from the stations and preventive measures inaugurated by the Network

staff. Station personnel, realizing that the tape they receive will be only as good as the tape they send, are increasingly aware of the problem and are renewing their vigilance regarding the quality of the tapes they send to us. For ourselves, we have instituted a system whereby each tape receives four checks before being sent out.

As a means of explanation and not of rebuke we are preparing and will soon distribute to Network members a detailed memo dealing with the tape problem, together with a photo of some tapes we have received and an explanation of defects which, when not caught before use, cause considerable damage to the technical quality of both programs and duplicators.

Network Output. This year has seen an increase in the number of tapes the Network can distribute each week. At the present time we can supply each station with 8 1/2 hours per week of programming, and we hope to improve on that figure in the near future.

As hinted at above, the advances made in technical aspects of our output have been a source of considerable satisfaction. In addition to the careful attention and testing given to the machines, our duplication process was changed upon the advice of several technical advisors we consulted, including the manufacturer of the equipment. Though this change has resulted in some inconveniences both at Headquarters and at the stations, we feel these changes well worth while in view of the improvements they have made possible.

Network Operations. In the routines of Network operations we have initiated some changes which appear to be successful. As nearly as possible, we have divided the year into four equal parts, with a separate offering for each quarter. Thus we hope to eliminate some past irregularities regarding the number of offerings made per year and to establish a definite pattern of work for the Network staff which was sorely needed.

Also, for the purpose of our records and general bookkeeping, we have purchased and instituted a visible card system. Although this new system has presented some difficulties at Headquarters which may be felt by the stations in the form of delays, etc., we feel this system will eventually assist the Network staff in providing more efficient service and keeping more accurate records. In addition to these major changes, various minor changes have taken place at Headquarters in the procedures for the handling of incoming tapes, editing of tapes, etc. These, too, we feel will result in better service from the Network staff.

Network Programming. Our programming, according to reactions from the stations, has shown marked improvement during the past year. In addition to contributions from member stations, we are continuing good relations with our friends abroad and in Canada. Although we no longer carry BBC programs, our relationship with the BBC remains most cordial, and we hope that again some day we may distribute programs from them.

The greatest problem, of course, in programming for the Network is maintaining a proper balance of time as well as content. This we are trying to do -- we hope with some degree of success. Submissions for the Network are always welcome from any source, and we trust that all sources able to produce programs will submit offerings to the Network.

In conjunction with the fourth quarter, 1956 Network offering, the Network offered to its members a group of outstanding quality music tapes as an experiment to determine possible demand for future tapes of this nature. We were encouraged by the number of stations taking these tapes, and we feel that many others would have ordered them had they been offered under slightly different conditions. There is every reason to believe that future offerings of this type can be made, though some changes in offering and distribution are indicated.

Finally, in an attempt to increase the number of series available to member stations, and to provide programs which, although not of national interest, may be of interest to certain areas of the country or to stations affiliated with certain types of educational institutions, the Network will begin a "basic and bonus" plan with the offering for the first quarter of 1957. Briefly stated, this system will permit stations to substitute these "bonus" programs for programs on the regular offering which they do not desire.

Although the initial bonus offering will probably be modest, we look forward to building this service into one of great value to member stations.

In-School Programming. On the advice of the Network Manager, the School Committee changed the entire system of handling in-school submissions, offerings and distribution. Beginning this year, there will be one in-school offering each year(on or about September 1) and the programs will be distributed by one method, namely two programs a week. These changes should result in less confusion in the handling of in-school programs and give all stations sufficient time to have the programs reviewed before airing them.

NAEB PLACEMENT SERVICE

Since the last NAEB Convention, the Placement Service has continued to grow in stature, responsibility and scope.

1. At the present time there are 208 individuals registered with the Placement Service. This increase over last year's total is most encouraging, and there appears to be no sign of this trend's abating. The majority of the registrants are newly graduated from the colleges and universities offering courses in radio and television. In addition to these registrants, we have approximately 40 persons, experts in radio and/or television, who are seeking responsible positions in educational broadcasting. The Placement Service is continuing to search for this type of personnel while at the same time discouraging the non-trained from registering. This latter policy was initiated with some reservations, but it was felt that no idle hopes should be given those who, in the Placement Officer's opinion, have little or no chance of entering the educational broadcasting field.

2. The number of formal placements has increased 150% over last year's total. Most of the positions filled through the Placement Service were of high responsibility: Station Manager, Program Director, Producer, etc.

3. In reviewing our file of requests from employers during the past year one fact stands out: while educational outlets fill most of their minor positions from the local level, they contact the Placement Service when seeking individuals to handle positions of authority and high responsibility. We wish to take this opportunity to thank these employers for their confidence and their letters of appreciation for our service.

4. Again this year the Placement Service has continued its efforts to increase the efficiency and accuracy of its service. To this end a visual filing system has been initiated to supplement the old Placement Service files, thus keeping information on registrants in excellent condition. Under the new system individual qualifications may be seen at a glance and the best qualified personnel for each opening selected without undue delay. As evidence of our efforts to increase our service, we now pride ourselves in being able to answer requests for candidates the day they are received.

CONCLUSION

We have said before that we're very fond of, and very dedicated to, the NAEB. Our loyalties and devotion must by now go without saying. But we do want to express our continuing amazement and pleasure at the output of members of committees who work with no compensation and sometimes too little recognition. The same applies even more to our Officers and Board members who work unstintingly, giving of their time and energy as needed, often at their own expense. Being ourselves paid employees who should therefore be expected to devote all energies to the NAEB, we can better pay this tribute than one of you. Particularly we should like to salute your President and your Treasurer, who spend many vacation periods, nights and week-ends on NAEB business, paperwork and travel, letting family and pleasure go unattended. Only those who have held these or comparable responsibilities can realize the unremitting claim made on persons in these two positions. This is not to belittle the work of other officers and members; it is only to say that these two offices require regular and steady attention virtually every day of the year, with few or no relief periods.

We have never had the pleasure of working with or for finer, more hard-working or more idealistic people than are found throughout the NAEB. This speaks well for its future and that of educational broadcasting generally in America and in those other nations to which we may provide hope or help by our example.

Each time we are called upon, we are proud to have the opportunity to represent the NAEB, and what we stand for, in the ever-increasing number of conferences and other meetings. For slowly but surely, we believe we are becoming "integrated" and identified with the soundest educational objectives, efforts, ideals and organizations in the nation. We deeply appreciate your confidence, cooperation and loyal support.

H. J. Skornia
Urbana, Illinois
October 4, 1956

APPENDIX A

ANALYSIS OF NAEB MEMBERSHIP

Summary of Membership as of July 1, 1956:

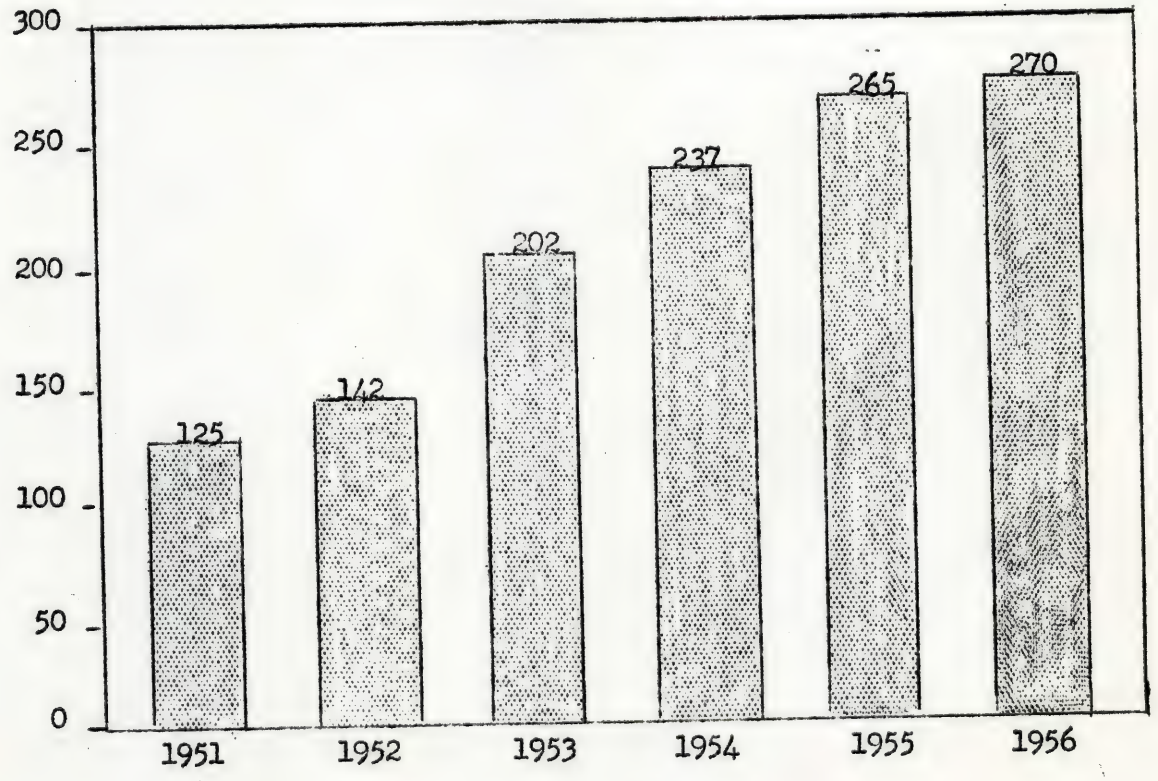
Active Members	115
Associate Members	79
Affiliate Members	73
Honorary Members	3
Total	270

Analysis of Facilities Operated by NAEB Members (Includes CP's):

Radio - AM Only	12
Radio - FM Only	77
Radio - AM & FM	7
TV Only	10
TV, AM & FM	4
TV & FM	5
Total Active Membership	115

NOTE: Due to operation of more than one station (radio and/or TV) these 115 members operate 145 stations (or have CP's).

Growth of NAEB Membership since July, 1951:



Membership figures are as of July 1 of each year indicated.

APPENDIX B

COMMITTEE MEETINGS, REGIONAL MEETINGS, SEMINARS, BOARD MEETINGS, AND CONVENTIONS HELD DURING THE PAST YEAR (as of September 25, 1956)

Committee Meetings

Radio Network School Committee - Chicago - September 26-27, 1955; Chicago - October 26, 1955; Columbus - April 18, 1956; Urbana - May 31 - June 1, 1956
Public Relations Policy Committee - Chicago - October 25, 1955
Organizational Liaison Committee - Chicago - October 26, 1955; Columbus - April 18, 1956
Radio Network Program Planning Sub-Committee - Chicago - December 3, 1955
Engineering Committee - Chicago - January 7, 1956; Chicago - April 15-16, 1956
Professional Advancement Committee - Urbana - January 27-29, 1956
TV Development Committee - Urbana - March 10, 1956
Research Committee - Columbus - April 17, 1956
Program Grant-in-Aid Committee Meeting (with ETRC) - Chicago - August 9, 1956

Regional Meetings

Region I - Syracuse University Extension Center, Sagamore Lake, N.Y. - May 4-5, 1956
Region IV - Minneapolis - June 21-22, 1956
Region V - Denver - June 13-15, 1956
Region VI - San Francisco - June 15-16, 1956

Seminars and Workshops

Radio and Audio Engineering Seminar - Allerton Park (University of Illinois), Monticello, Illinois - May 27 - June 1, 1956
TV Staging and Lighting Workshop - University of Michigan - August 19-22, 1956
TV Program Planning Seminar - University of Wisconsin - August 26 - September 1, 1956

Board of Directors Meetings

Chicago - October 24-25, 1956
Columbus - April 16-17, 1956

NAEB Convention

Chicago - October 26-29, 1955

APPENDIX C

PUBLICATIONS OF PAST YEAR (as of September 25, 1956)

Major Reports, Surveys, Directories, etc.

Report of the Third NAEB TV Production Workshop
Report of the Second NAEB TV Engineering Workshop
Educational TV Fact Sheet Service (Skornia et al)
NAEB Membership Directory (revised)
Report of NAEB Region I Meeting, 1955
Report of ETV Station Management Seminar
AM-FM-TV EQUIPMENT (Engineering Committee Report #7) - Carl Menzer
STUDENT AND STAFF TRAINING IN EDUCATIONAL TELEVISION STATIONS (TV Development Committee Report #1) - Arthur Weld
COMPENSATION OF FACULTY FOR APPEARANCES ON EDUCATIONAL TELEVISION PROGRAMS (TV Development Committee Report #2) - Jack McBride
SURVEY OF COURSES OFFERED IN RADIO AND TELEVISION - Robert Underwood
TELECOURSE SURVEY - Robert Underwood
USE OF UNIVERSITY PRODUCED PROGRAMS BY COMMERCIAL STATIONS (Research Committee Report)
STANDARDS AND CONTROL OF THE KINESCOPE RECORDING PROCESS (Reprint of article by Rodger Ross, CBC, with permission)
THE ACADEMIC LEADER: Film availability service for ETV, TV Program Committee, William Harley
Report of the Radio and Audio Engineering Seminar
EDUCATIONAL CHILDREN'S TELEVISION - William Dochterman

Minor Brochures, Pamphlets, etc.

Announcement of 1956-57 Educational Television Scholarships
Announcement of Radio and Audio Engineering Seminar
Announcement of 1956-57 (Center and NAEB) Grants-in-Aid
Announcement of 1956-57 NAEB Research Grants-in-Aid
Prix Italia Announcement
Radio Program Reports (8) - Issued periodically as Newsletter supplement
TV Program Reports (5) - Issued periodically as Newsletter supplement
12 (monthly) issues of the NAEB Newsletter
4 (quarterly) issues of the Engineering Newsletter

Publications in Process (to be forwarded when available)

Report of Regional Meetings, Regions I, IV, V and VI
Report on ETV Staging and Lighting Workshop (1956)
Report on ETV Program Planning Seminar (1956)

Headquarters Reports*

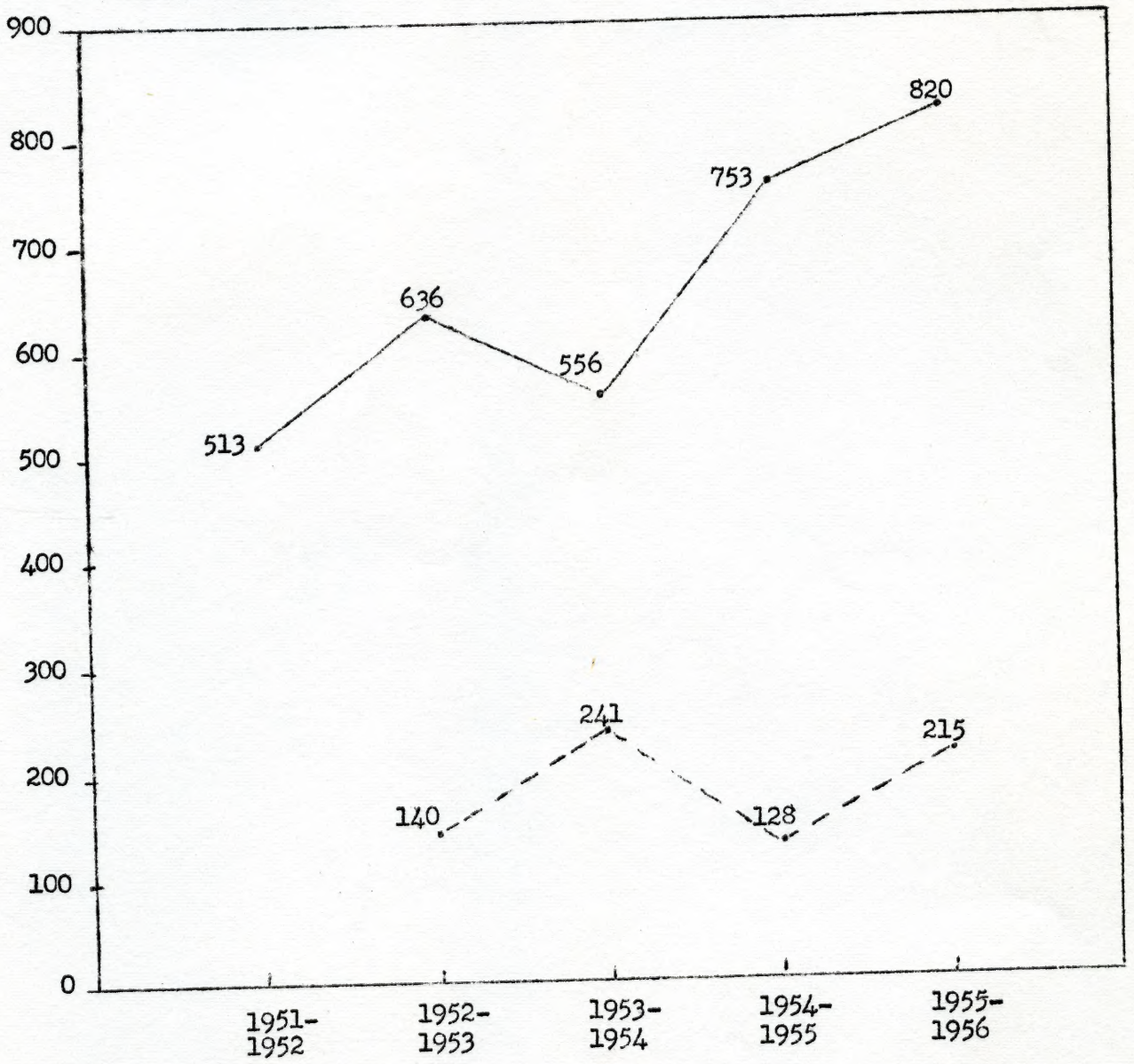
Annual Report to the W. K. Kellogg Foundation
Annual and Final Report to the Fund for Adult Education
Report to the American Council on Education

*Available to members on request. Too long and detailed for general interest distribution.

APPENDIX D

ANALYSIS OF PROGRAMMING MADE AVAILABLE BY NAEB RADIO NETWORK

Number of Programs Offered Yearly



Code:

Regular Programs _____
In-School Programs ------

APPENDIX E

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

CONSOLIDATED FINANCIAL STATEMENT

June 30, 1956

(for fiscal year 1955-56)

Receipts:		
Network Fees	$35,046.50	
Sale of Publications	830.64	
Tapes sold, rented, dubbed	1,147.17	
Reimbursable Services	2,776.12	
W. K. Kellogg Foundation	42,743.00	
Total Receipts		$82,543.43
Expenditures (see detail below)		80,149.15
Balance to Reserve (1)		$ 2,394.28

Report of Expenditures

	Budget	Actual Expenditures
Salaries and Wages	$50,250.00	$45,061.89
Seminars, Travel, Research	12,500.00	12,032.05
Supplies and Expenses	15,000.00	13,748.37
Administrative Expenses	2,317.15	1,991.55
Contingencies	555.85	---
	$80,443.00	$72,833.86
1954-55 and Capital Expenses(2)		7,315.29
Total Expended		$80,149.15

(1) Reserve fund, as of July 1, 1956, totalled $20,411.49. Expenditures from the Reserve fund will include those incurred during, or chargeable to, 1955-56, but not billed until the current year; those of an emergency nature; those for major items of equipment; etc. In addition, no budget provision has ever been made for amortization of tape recorders and duplicators, and replacements may be made from this fund. Also, the W. K. Kellogg Foundation has indicated that the NAEB ought to develop self-support for Headquarters as well as the Network and funds be built up for the day Kellogg support ends.

(2) Includes expenditures for major items of equipment (not specifically included in budget) and items properly chargeable to the 1954-55 budget, either because items ordered during that period were not delivered and billed until after July 1, 1955 or because certain items or activities budgeted for 1954-55 were deferred until 1955-56.

Scanned from the National Association of Educational Broadcasters Records
at the Wisconsin Historical Society as part of
"Unlocking the Airwaves: Revitalizing an Early Public and Educational Radio Collection."

A collaboration among the Maryland Institute for Technology in the Humanities,
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MITH MARYLAND INSTITUTE FOR TECHNOLOGY IN THE HUMANITIES

UNIVERSITY OF MARYLAND

WISCONSIN HISTORICAL SOCIETY

WISCONSIN UNIVERSITY OF WISCONSIN–MADISON

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